



(your agency's letterhead, if available)

SAMPLE GENERAL SAFETY RULES

POLICY: As a basis for employee responsibilities and participation in our agency's loss prevention program, the general safety rules listed below will apply to all employees. Your cooperation in voluntarily complying with these rules and all other safety responsibilities will be appreciated and expected.

- 1) Possession of firearms on agency property or in agency vehicles is prohibited.
- 2) The use or possession of alcohol, drugs or other controlled substances on the job is prohibited.
- 3) Report all injury accidents to your supervisor **immediately**. Also report all other accidents and near misses to your supervisor.
- 4) Report unsafe conditions, procedures and acts to your supervisor **immediately**
- 5) Each employee is responsible for good housekeeping. Keep your work area in a clean, uncluttered state. Do not walk by a situation of poor housekeeping if it can be easily corrected or needs immediate attention such as spills on floors, ice on steps and so on.
- 6) Obey all warning tags and signs. They are there because hazards exist.
- 7) No employee should take chances on the job which could endanger their personal safety and health or the safety and health of co-workers.
- 8) If an established job procedure must be deviated from, supervisory approval must be obtained and an alternative, temporary job procedure must be agreed upon. This alternative job procedure must not create any new or additional hazards or unnecessarily expose employees to hazards.
- 9) If you are unsure of your job procedures, do not take chances. Ask your supervisor for instructions or training.
- 10) Do not operate machinery or use tools you are not qualified to use.
- 11) Do not enter hazardous areas you are not authorized to enter.
- 12) Use all personal protective equipment and devices required and provided.
- 13) Become familiar with and conduct your work activities in accordance with these general safety rules and other specific safe operating procedures which are applicable.
- 14) Above all be **ALERT** and be **RESPONSIBLE!** Your safety and health depends on it.

